

When the License Expires

Approximately 60-120 days prior to the expiration date of the facility license an Invoice will be mailed requesting the licensure fee, along with the check date and check number.

Approximately 120 to 60 days prior to the licensure expiration a health care facility surveyor will visit the facility to conduct an on-site facility licensure survey.

If you do not receive a renewal Invoice within sixty (60) days of your licensure expiration date, please contact Amy Goetze, Health Care Facility Licensure Administrative Assistant at: (406) 444-0596.

Please see ***The Survey Process*** at <http://www.dphhs.state.mt.us/programsservices/surveyprocess/renewalpacket.shtml> for additional information.